

**House Judiciary Committee  
January 9, 2012, Room 137  
8:00 a.m. to 12:00, Monday - Friday**

**First Meeting Agenda (DRAFT)**

8:00 a.m.      Call to Order, Chairman Kerns  
Roll Call

8:05 a.m.      Welcome and opening remarks, Chairman Kerns  
Introductions of Committee Members  
Introductions of Committee Staff & Committee Secretary  
Quick overview of staff responsibilities (handout)  
Hand out contact information form

8:30 a.m.      **Review meeting protocol & decorum for committee members**

- Expectations regarding attendance
- Questions/motions must be addressed through the Chair
- Be aware that all meetings are recorded by audio and some may be recorded by video
- Avoid side conversations in the microphones
- Cell phones should be turned off or silenced during meetings
- Computer screens may be visible on video recordings

**Review protocol for members of the public and witnesses**

- Cell phones
- Location of reporters & TV equipment during meetings
- Those testifying must be classified as proponents, opponents or informational witnesses.
- Those testifying must sign in on the witness sheet and state and spell their name for the record.

**Review proposed committee procedural rules & guidelines  
(handout proposed rules?)**

- **Proxies**
  - Authorization for absentee or proxy voting must be reflected in the committee minutes. House Rule 30-50(9).
  - Written form must be used (form is either a blanket proxy or proxy for specified action).

- **Amendments**

- Amendments must be drafted by legislative services division staff
- Amendments must be requested **at least 24 hours** before they are needed. Staff may request additional time for more complex or lengthy amendments.
- Conceptual amendments are generally not allowed. If conceptual amendments are allowed, staff must be given leeway to make edits and technical corrections, if needed.
- Amendments may be requested through lobbyists, but not without the **express permission** of the requesting legislator.

- **Decorum**

- During a hearing, committee members may ask questions of those testifying on a bill, but generally not of each other.
- Members should not ask questions of witnesses during executive action, unless allowed by the chair.

- **Executive action**

- Review the chairman's policy and proposed schedule regarding executive action on bills.

- **Fiscal notes**

- Bills requiring a fiscal note may not be reported out of committee without the fiscal note.

- **Review emergency procedures**

**9:00**

**Hearings**

**12:00**

**Adjourn**